

## Student Job Description

Department: Multicultural Affairs (Campus Diversity and Inclusion) Location: Reamer 305

Supervisor's Name: Jason Benitez

Please indicate hours/shifts available: Mondays - Fridays, 9:00 a.m. - 5:00 p.m.

Rate of Pay: minimum wage

Purpose/Role of the Position(s) within the Department: Office Assistant and Diversity Advocate

### Duties and Responsibilities:

- General clerical duties including: emailing, faxing, copying, shredding, organizing and filing
- Greet and assist all visitors in a warm and welcoming manner
- Clean and organize the Unity Room
- Create and update bulletin board monthly on aspects related to multiculturalism and diversity
- Organize and assist in officer operation
- Promote office events using social media, word of mouth, and tabling in Reamer

### Qualifications for the Position:

- A passion for topics related to multiculturalism, diversity and inclusion
- Basic knowledge of Word, PowerPoint and Excel
- Ability to finish projects in a timely manner
- Comfort working with people from diverse backgrounds
- Punctuality and productive use of time spent at work